



September 2012 Enterprise Architecture (EA) Release Deleted Operational Activity Justification

DELETED OPERATIONAL ACTIVITY	OPERATIONAL ACTIVITY DEFINITION (as of March 2012)	CONCEPT CONTAINED	CONCEPT NEW LOCATION – OPERATIONAL ACTIVITY
Administer Performance Program	This activity is associated with establishing the policies, procedures, and guidance for performance management programs.	Weight Management	Administer Physical Fitness Program
		Classes to prevent negative performance or repeat of a negative action	Manage Family Support
Conduct Evaluation of HR Recovery Coordination Program	This activity is associated with evaluating and reporting the effectiveness and performance of the Human Resources Recovery Coordination Program (RCP) to ensure continuous process improvement. This activity also includes a review of roles and responsibilities of the recovery coordinators, timeliness of service, staff responsiveness, access to services and resources, and understanding of Human Resources RCP recovery plan.	Evaluating RCP	Perform Quality of Life
			Program Management
Conduct Investigation	This activity is associated with performing an internal or external investigation of the alleged offense and consulting with the Judge Advocate General (JAG) on options available to the Commander. This activity also documents if the offense is valid.	Performing an internal or external investigation	Validate Alleged Offense
Conduct Non-Judicial Punishment Proceedings	This activity is associated with reviewing evidence gathered from the investigation, determining the guilt or innocence of the Member, preferring charges if necessary, and validating punishment. This activity also includes processing appeals and Member's written matters of	Preferring charges, validating punishment	Determine Disciplinary Action

	consideration.		
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Counsel Involuntary Enlistment Extension Member	This activity is associated with counseling and notifying a Member whose enlistment is involuntarily extended, which may include counseling on the type of extension, the anticipated duration, and actions/activities that must occur prior to the extension being lifted.	Counseling and notifying Members	Identify Member for Involuntary Enlistment Extension
Counsel Member on Pending Extension	This activity is associated with identifying the Members whose extension will become effective, counseling the Member on the pending extension, and recording any changes to the Member's elections (e.g., sellback accrued leave).	Counseling a Member on a pending extension	Identify Member for Involuntary Enlistment Extension
		Recording any selection changes on a Member's elections	Submit Enlistment Extension Request
Counsel Member on Reenlistment	This activity is associated with advising a Member of the opportunities and incentives to reenlist, reviewing the length of reenlistment agreement, reviewing the Member's eligibility, and documenting the counseling session.	Advising Member, reviewing eligibility	Update Enlistment Information
Create Position	This activity is associated with creating new positions.	Creating new positions	Determine Member for Reenlistment
Delete Position	This activity is associated with deleting position information. For Navy, the Billet Identification Number is kept.	Deleting position information	Maintain Position

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Determine Administrative Hold	This activity is associated with deciding whether a Member should be placed on administrative hold based on the initial facts acquired.	Administrative hold	Validate Alleged Offense
Determine Non-Punitive Action	This activity is associated with determining the appropriate corrective measures to manage the offense and notifying the Member. Corrective measures may include (but not be limited to) administrative admonition, reprimand, censure, reproach, counseling, withhold/denial of privileges, extra military instruction/ training, financial obligations, and involuntary discharge.	Corrective measures	Determine Disciplinary Action
Document Disciplinary Action Results	This activity is associated with creating and documenting the results of a court-martial, non-judicial, and non-punitive proceedings. These documents may include (but not be limited to) letters of admonition, reprimand or counseling or orders for incarceration, demotion, fine, forfeiture, involuntary discharge, involuntary retirement, and others.	Creating and documenting the results	Document Adverse Action Results
Facilitate Signing of Service Enlistment Agreement	This activity is associated with facilitating the signing of the enlistment extension agreement by both the Member and the witnessing official(s).	Facilitating the signing of the enlistment extension agreement.	Prepare Enlistment Extension Service Agreement

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Maintain Administrative Hold	This activity is associated with placing and removing a Member on administrative hold. This activity also flags their personnel/pay record, which would prevent favorable activities to occur, or removing a flag from the Member's record, during the adverse actions process. The favorable activities that can be affected may include (but not be limited to) reenlistment, extension, promotion, and Permanent Change of Station (PCS) or command sponsorship of family members in an overseas command.	Placing and removing a Member on administrative hold	Document Adverse Action Results
Manage Contributory Retirement Program	This activity is associated with managing civilian retirement and voluntary savings programs (e.g., Thrift Savings Plan, savings bonds).	TSP	Complete Benefit Selection
		Savings Bonds	Determine Eligibility for Selected Benefit
Manage Death Casualty Process	This activity is associated with reviewing the casualty report for deceased personnel, investigating facts related to the casualty incident, coordinating efforts for search and recovery teams, providing disposition of remains and shipping of personal effects, identifying casualty information which may be released to the media and next of kin (NOK), and requesting for a Line of Duty (LoD) determination. This activity also includes creating a report which outlines findings of the investigation, duty status, circumstances surrounding the casualty, and casualty tracking information. A categorization of deceased is assessed when there is receipt and verification of an official death	Investigating facts related to the casualty report for personnel categorized as deceased and creating a report that outlines findings	Update Human Resources Personal Information
			Investigate Casualty Incident

	notice (e.g., medical statements and death certificate).		
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Manage Equal Opportunity	This activity is associated with managing equal opportunity (EO) programs, services and information to promote equal opportunity (e.g., equal employment opportunities (EEO), diversity management, affirmative action, service programs for social actions, and sexual harassment complaints and/or prevention).	EO Programs	Deliver Social Action Programs
Manage Foreign Government Support	This activity is associated with the implementation of policy, procedures, and processes related to foreign governments (e.g., North Atlantic Treaty Organization [NATO] Exchange Duty) that have an impact on the benefits, human resources entitlements, and the well-being of Department of Defense (DoD) Human Resources. This activity also includes sharing personnel visibility information with these recognized external organizations in conjunction with defined processes.	Manage Foreign Government Support is a cross-cutting concept that should be captured as a HRM capability.	Distribute Human Resources Information
			Provide Decision on Human Resources Information
			Validate Human Resources Information Request
Manage HR Recovery Coordination Program Needs Assessment	This activity is associated with collecting information (e.g., enrollment information and identification of needs) to develop a Human Resources Recovery Coordination Program (RCP) Needs Assessment. This activity also includes a periodic review of the recovery plan assessment report to determine if the Needs Assessment requires modification, and updating a Recovering Service Member's record to reflect that a needs Assessment was conducted and goals were	Develop RCP Needs Assessment	Administer Human Resources Recovery Care Plan

	identified to address the needs.		
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Manage Interagency Support	This activity is associated with overseeing the implementation of policy, procedures, and processes related to external agencies (other federal agencies, state/local government, private organizations, and foreign governments) that have an impact on the benefits, human resources entitlements, and the well-being of Department of Defense (DoD) Human Resources. This activity also includes sharing personnel visibility information with these recognized external organizations in conjunction with defined processes.	Sharing information to include personnel visibility to external agencies	Provide Human Resources Information
Manage Labor Rights	This activity is associated with the policies and programs that manage civilian employee labor rights guaranteed by the Federal government (e.g., Fair Labor Standards Act, Family Medical Leave Act, Occupational Health and Safety Act). The labor rights program provides a system for resolving individual differences and disputes that arise during this process. This applies to all civilian direct hire employees (e.g., civil service, Non Appropriated Fund (NAF) employees).	Resolving differences	Administer Grievance Process

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Manage Military Retirement Program	This activity is associated with providing members of the military retiree community information on retirement benefits such as Morale, Welfare and Recreation (MWR), commissary, post/base exchange; transition planning; pre-retirement counseling; and medical entitlements.	Providing military retiree community on benefit information; pre-retirement counseling	Counsel Member on Retirement
			Complete Retirement Checklist
Manage Missing Casualty Process	This activity is associated with reviewing the casualty report for personnel categorized as missing (e.g., missing in action (MIA), captured, beleaguered, and besieged), investigating facts related to the casualty incident to rule out an unauthorized absence, identifying casualty information which may be released to the media and next of kin (NOK), and creating a report which outlines findings of the investigation, duty status, circumstances surrounding the casualty, and casualty tracking information. A categorization of missing is assessed when personnel become involuntarily absent as a result of a hostile action or under circumstances suggesting that the involuntary absence is a result of hostile action.	Investigating facts related to the casualty report for personnel categorized as missing and creating a report that outlines findings	Investigate Casualty Incident
Manage Other Benefits	This activity is associated with conducting and managing other benefit programs (e.g., life, long-term care, injury, and unemployment insurance programs) to include eligibility determination, counseling, and enrollment.	Counseling on other benefits	Conduct Benefit Counseling
		Eligibility determination on other insurance	Determine Eligibility for Selected Benefit

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Manage Other Federal Government Support	This activity is associated with overseeing the implementation of policy, procedures, and processes related to other federal government agencies that have an impact on the benefits, human resources entitlements, and the well-being of Department of Defense (DoD) Human Resources. This activity also includes sharing personnel visibility information with these recognized external organizations in conjunction with defined processes.	Manage Other Federal Government Support is a cross-cutting concept that should be captured as a HRM capability.	Validate Human Resources Information Request
			Provide Decision on Human Resources Information
			Distribute Human Resources Information
Manage Personnel Development Resource Scheduling	This activity is associated with managing the scheduling of persons for development that maximizes allocation / utilization of Department of Defense (DoD) development resources such as classrooms, course seats, certification and testing sessions, and program registrations. Employees of other agencies, foreign military, public officials, and other persons of interest to DoD can be scheduled, and may be charged for, development. This activity also includes determining eligibility, counseling a person on training agreement (if required), documenting a person's acceptance or declination of training agreement, execution of any retention action for future service / incurred obligation following completion of requested personnel development, and execution of related assignment requirements. When a person completes all requirements of scheduled activities such as courses or competency	Scheduling people to take training and education, eligibility and counseling	Manage Education Enrollment
			Manage Individual Training Course Enrollment

	testing sessions, the related development information (e.g., course identification, date of completion, scores or ranking, and related competencies) will be recorded.		
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Manage Personnel Identity Information	This activity is associated with acquiring, maintaining and providing identification information (e.g., biometric information, identity database entry information) for the purpose of Department of Defense (DoD) civilian, contractor, Member and dependent identity management.	Acquiring, maintaining and providing identification information for identity management	Provide Human Resources Information
Manage Personnel Identity Protection	This activity is associated with policy and programs addressing threats to the individual personal privacy of DoD Human Resources customers; establishing a secure and authoritative process for the issuance and use of identity credentials in the Department of Defense; supporting accurate DoD distribution of authorized benefits and entitlements; and ensuring access to DoD security, physical and logical assets are granted based on verified, authenticated and secure identity information.	Issuance and use of identity credentials and using identity information to ensure access to DoD assets	Provide Human Resources Information

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Manage Personnel Visibility	<p>This activity is associated with the fusion of location details for a person (i.e., military member, civilian employee, contractor, noncombatant evacuee, volunteer) at a specified date and time with identification and other human resources information. This activity includes projecting a traveler's location based on scheduled travel related resources and managing noncombatant evacuation operations. This also utilizes direct feedback information from transportation modes (e.g., commercial carriers such as airlines or Department of Defense's Global Transportation Network (GTN)). This activity supports mission requirements such as a joint task force commander's need for visibility of all forces assigned to his area of operations for a contingency or humanitarian operation.</p>	Knowing where personnel are at a specified date and time and supporting human resources information	Provide Human Resources Information
Manage Private Organization Support	<p>This activity is associated with overseeing the implementation of policy, procedures, and processes related to private organizations (i.e., Red Cross) that have an impact on the benefits, human resources entitlements, and the well-being of Department of Defense (DoD) Human Resources. This activity also includes sharing personnel visibility information with these recognized external organizations in conjunction with defined processes.</p>	Sharing information to include personnel visibility to external agencies	Distribute Human Resources Information
			Provide Decision on Human Resources Information
			Validate Human Resources Information Request

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Manage Retirement Benefits	This activity is associated with managing and/or supporting retirement benefits to include eligibility determination, counseling, enrollment, and termination. This activity also includes counseling on the following: pre-retirement, military retirement, disability retirement and benefits, death benefits, survivor benefits (e.g., Retired Serviceman's Family Survivor Benefit Plan).	Counseling on pre-retirement, military retirement, disability retirement and benefits	Counsel Member on Retirement
			Complete Retirement Checklist
		Counseling on death benefits, survivor benefits	Conduct Benefit Counseling
		Eligibility determination for retirement benefits	Determine Eligibility for Selected Benefit
		Enrollment and termination of retirement benefits	Complete Benefit Selection
Manage State and Local Support	This activity is associated with overseeing the implementation of policy, procedures, and processes related to state and municipal agencies that have an impact on the benefits, human resources entitlements, and the well-being of Department of Defense (DoD) Human Resources. This activity also includes sharing personnel visibility information with these recognized external organizations in conjunction with defined processes.	The Provide HR Information activity collectively captures information from all the impacted business areas that is needed for interagency purposes	Distribute Human Resources Information
			Provide Decision on Human Resources Information
			Validate Human Resources Information Request

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Manage Survivor Programs	This activity is associated with supporting the services needed to administer the programs associated with annuities payable to surviving widows, widowers, certain other dependents, forgotten widows, and unmarried children. In certain cases, benefits are also payable to parents, remarried widow(er) s, grandchildren, and surviving divorced spouses. Examples of the scope of the program include: payment information, termination/reinstatement of survivor benefits, health benefits coverage, and cost of living adjustment.	Providing benefit information to surviving dependents, survivor benefit program	Conduct Benefit Counseling
Manage Workforce Communication	This activity is associated with managing communications between management, labor and all Department of Defense (DoD) supported personnel. This activity also includes managing direct communications (e.g., newsletters, e-mail and web pages, bulletin boards, commander's calls, rosters), supporting official surveys, as well as managing publications and postal support.	Military Postal Services	Deliver Morale, Welfare and Recreation
		Media in providing HR information	New op act - manage survey requests
		Surveys	Provide Human Resources Information

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Manage Wounded, Ill or Injured Casualty Process	This activity is associated with reviewing the casualty report for personnel categorized as wounded ill or injured (i.e., seriously wounded, ill/injured, very seriously wounded, ill/injured), investigating facts related to the casualty incident, requesting for Line of Duty (LoD) determination, identifying casualty information which may be released to the media and next of kin (NOK), and creating a report which outlines findings of the investigation, duty status, circumstances surrounding the casualty, and casualty tracking information.	Investigating facts related to the casualty report for personnel categorized as wounded, ill or injured and creating a report that outlines findings	Investigate Casualty Incident
Obtain Initial Facts	This activity is associated with receiving and reviewing the alleged offense and gathering initial facts of the offense. This activity also includes providing notification of the alleged offense.	Gathering initial facts	Validate Alleged Offense
Provide Education Benefits	This activity is associated with conducting and managing educational benefit programs (e.g., Montgomery GI Bill, student loan program, Veterans Education Assistance Program) for personnel to include eligibility determination, counseling, and enrollment.	Counseling on education benefit (ex. MGIB)	Complete Benefit Selection
		Counseling on education benefit (ex. Tuition Assistance)	Conduct Benefit Counseling
		Eligibility determination on education benefits (ex. MGIB)	Conduct Benefit Counseling
		Eligibility determination on education benefits (ex. Tuition Assistance)	Determine Eligibility for Applied Benefit
		Education Benefit Enrollment (ex. MGIB)	Determine Eligibility for Selected Benefit
		Education Benefit Enrollment (ex. Tuition Assistance)	Make Decision on Benefit Application

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Provide Enlistment Extension Appeal Decision	This activity is associated with submitting documentation by a Member that will be beneficial during the Career Approval Authority review process, counseling a Member on the appeal process, making a decision on the appeal, sending the enlistment extension decision, reviewing the decision, and notifying a Member of the approval or disapproval of the appeal.	Enlistment extension appeal request and decision	Provide Enlistment Extension Request Decision
Publish Demotion Order	This activity is associated with preparing and generating the demotion order and notifying the interested parties. The demotion order is published upon the demotion becoming effective. The demotion order is recorded into the demotion archive records to capture personnel information for those who were demoted.	Publishing the Personnel Grade Change Order	Distribute Personnel Grade Change Order
Refer Case to Court-Martial	This activity is associated with exercising a Member's right for court-martial or a Commander referring the case to court-martial should the charges be deemed severe enough.	Referring the case to court-martial	Determine Disciplinary Action
Review Award Recommendation Request	This activity is associated with reviewing the award recommendation request and the individual's award information and eligibility for the recommended Unit Award or Individual Achievement Award. This activity also includes making recommendations and providing comments on the award recommendation request.	Reviewing the award recommendation request and the individual's award information	Make Decision on Award

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Submit Award Recommendation Request	This activity is associated with submitting an award request, justifying an award, and approving the individual's eligibility information. This activity also includes submitting an award request reclama.	Submitting, justifying and determining eligibility for award request or reclama	Prepare Award Recommendation Request
Support Health Insurance Programs	This activity is associated with managing the contracted relationship between the Department of Defense (DoD) eligible civilian employee beneficiaries (e.g., employees, family members, and survivors under Federal Employee Health Benefits [FEHB] or similar programs) and various third-party health insurance programs under contract to the Federal government.	Third-party health insurance programs	Develop Benefit Programs
		Eligible civilian employee beneficiaries	Maintain Benefit Programs
Support Personnel Reliability Programs	This activity is associated with processing the requirements, applications, approvals, reviews, and disqualifications for Service members serving in positions requiring certification of personal reliability. The child level activities include Support Personnel Reliability Certification, Evaluation, and Decertification, Administer Personnel Reliability Program Rosters, Statistics, and Status Updates, and Support Personnel	Evaluation of personnel to ensure they remain qualified for an assignment, providing reports, and education and training	Manage Assignment
			Manage Learning (Education and Training)
			Provide Human Resources Information

	Reliability Program Planning of Education and Training.		
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Support Personnel Security Clearance Planning of Education and Training	This activity is associated with ensuring that all personnel whose duties involve the creation or handling of classified information receive the designated security training and education (e.g., initial orientation, annual refresher training, and termination briefings) from an authorized security representative within the specified timeframe.	Receive the designated security training and education	Manage Learning (Education and Training)
Track Personnel Availability	This activity is associated with tracking the composite availability of individual personnel. This activity also includes monitoring information associated with the personnel/pay, medical, and travel record to track availability of personnel, as well as managing duty status, assignment availability, deployment availability, and personnel tempo.	Monitoring HR information, managing duty status, assignment availability, deployment availability and personnel tempo	Provide Human Resources Information
Update Adverse Action Information	This activity is associated with updating the Member's personnel/pay record to reflect the type of Adverse Action taken, letter of response from the Member for administrative admonitions or reprimands, the decision/findings determined by the Commander, non-judicial punishment proceedings, or court-martial. This activity also includes either documenting the offense and punishment or removing/expunging the charges based on the decision/findings.	Updating the Member's personnel/pay record	Document Adverse Action Results
Update Position Data	This activity is associated with updating position information, such as skills and grades.	Updating position information	Investigate Line of Duty Incident

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Validate Incident	This activity is associated with reviewing and verifying information (e.g., initial notifications, reports, and forms) of an incident (i.e., death, illness, and or injury) related to a Line of Duty (LoD) determination. This activity also includes disseminating the information to provide support in investigating a LoD incident, making a LoD decision, and appealing a LoD decision.	Reviewing, verifying, and disseminating information	Maintain Position Data